

厚木基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-09-107
初回選考締切り日 : 1 st Cut Off Date	11 NOV 2009
募集締切り日: Closing Date	03 FEB 2010*
発行日: Date of Issue	04 NOV 2009

1.職種名 Job title (等級 Grade <u>1-5</u> / 語学等級 LAD <u>3</u>) <p style="text-align: center;">Safety Technician, MLC #287</p>		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4.募集範囲 Area of Consideration Current MLC/IHA/HPT Employees Working at the following Activity/ Department <p style="text-align: center;">CNFJ, CFAY, CFAS, CFAO, NAF Atsugi, and NAF Misawa</p>
見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity <p style="text-align: center;">Safety Office, U. S. Naval Air Facility, Atsugi</p>		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Day: 0745-1630 (Recess: 1145-1230) 勤務時間 Work Hours: Mon-Fri <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties See attached sheet.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements BWT 1-5 - One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related field, OR completion of 4-years college/university in the related field. - Skill in operating personal computer system such as MS Office, Word, Excel, Access, PowerPoint, etc. - Ability to speak, read and write English at fluent proficiency level (LAD-3). - Technical knowledge of Customer Service. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. Instruction for Applicants: [MLC] Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8		免許証／修了証 License/Certificate Required : See block #8	

9.提出するもの Application and Associated Documents

- *☒ **空席応募用紙 (表・裏面)** Application for Vacancy Announcement (HROY Form 1, Front & Back) <http://hro.cnfj.navy.mil>
 - *☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form) <http://hro.cnfj.navy.mil>
 - ***の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work). Any special skills and licenses related to the duties of the position to be filled.
- ☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)
 - ☒ **添付書類各** 免許証・修了証・卒業証明書のコピー Copy of license/certificate.
 - ☒ **80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)**
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
 - ☒ **日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー** For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 DSN 264-3426 / 3624 / 3427 ☎046-763-3426 / 3624 / 3427	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDN: NAFATG-N80-001

* 履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。

After 1st Cut Off Date, announcement may close before closing date above due to decision of selection.

6.職務内容 Duties

This position is located at the Safety Office of U.S. Naval Air Facility (NAF), Position serves as Safety Technician and administrative assistant for the NAF Safety Officer.

II. Duties and Responsibilities

- A. Provides administrative support to the NAF Safety Officer in the form of preparing various types of correspondence, drafting memos, preparing instructions and notices in accordance with DON standard correspondence manual. Prepares messages using standard DON message program. Maintains files, publications, and incorporates changes to publications. Receives telephone calls and visitors, and when supervisor is busy, screens phone calls and provides responses, or refers caller to appropriate personnel, or takes messages and briefs supervisor as to the nature of the call. Receives mail, makes routine guardmail deliveries.
- B. Monitors and maintains control of office funds. Maintains office equipment, consumable supplies, minor property receipts, and processes open purchase and equipment requests.
- C. Performs routine Building Inspections in accordance with OPNAVINST 5100.23 (Series) and NAFATSUGINST 5100.2 (Series). Records findings, prepares discrepancy reports, notifies departments of discrepancies, creates suspense file, and tracks for completion.
- D. Administers the NAF Motorcycle Safety Training Program in accordance with OPNAVINST 5100.12 (Series). Prepares handouts, schedules classroom, maintains class quota control, prepares certificates of completion.
- E. Prepares for and instructs NAF Safety Indoctrination class in accordance with OPNAVINST 5100.23 (Series) to newly arriving personnel.
- F. Prepares and publishes Safety Newsletter for NAF Atsugi as directed by OPNAVINST 5100.23 (Series) and NAFATSUGINST 5100.2 (Series).
- G. Acts as translator/interpreter for all safety issues where MLC employees or local national personnel are involved. Translates safety training materials and publications into Japanese for distribution to MLC employees.
- H. Performs other related or incidental duties as assigned.